ASD News
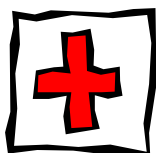
ASD Academy News is now located on Page2-3

133 DAYS AND COUNTING......

a/o 1/30/04

Our last recordable accident was on September 19, 2003 - We now have 133 days of no reportable accidents. Keep up the good and safe work!!

MSAP

MSAP, the popular UC Management Skills Assessment Program, is just around the corner. The program will be held at Asilomar Conference Center in Pacific Grove on April 26-30, 200. It offers participants insights into their managerial competencies, skills and potential through small group work in simulated management scenarios. Participants are given objective feedback on skills that have been determined to be critical for successful management at UC. The program is intended to benefit those desiring to enter or expand their role in management, including entry-level to mid-level managers.

Criteria for Eligibility
- Exempt employees
- 1-5 years supervising or managing people or projects
- 1-5 years in current position
- 1+ years UC service/career status
- Satisfactory performance

COST: $800 per person. (Paid by ASD for ASD employees)

Applications and information is available at:
http://msap.ucdavis.edu/

Application Due

February 13, 2004 to Department Head or Business Managers
February 20, 2004 Approved Applications to Delia Clark c/o Linda Matyas

Send applications to Linda Matyas at Mailstop 937-500

For more information contact MSAP Coordinator for Berkeley Lab: Delia Clark 6331, Em dnclark@lbl.gov

ASD has set a goal to have all ASD employees converted to Mozilla by the end of March!
More info in ASD Academy News - Page 2

ASD News

CUE Reaches Tentative Agreement

Berkeley Lab has reached tentative agreement on wages for Fiscal Year 2004 with CUE (Coalition of University Employees). The tentative agreement, if ratified by the CUE membership, would provide for a 3.1 percent merit pool, 3% range adjustment and 0.4 percent pool for posted promotions, reclassifications, and individual equity adjustment. This agreement covers about 220 Lab employees and provides for the continuation of a merit-based pay system from Oct. 1, 2003 to Sept. 30, 2004.

Additional Volunteers Needed.

The ASD Recognition Committee is looking for additional volunteers to help on:

ASD Newsletter Content Team: The goal for this team is to add personal information to the Newsletter from around the hill as well as develop interesting article topics for publication.

Staff Appreciation Day Team: The ASD Recognition Committee is sponsoring the ASD Staff Appreciation Day which is planned for Spring 2004. The goal for this team is to make sure that this day is fun-filled and meaningful for all ASD Staff.

If you're interested in working on either of these teams, email your name, telephone extension, email address and your Division to mailto:ASD-Staff-Enrichment@lbl.gov If you have already volunteered we will be contacting you soon.

February

16	Laboratory Holiday	
17	SNUG	1:30pm-3:00pm
		2-100B

ASD Academy Training Schedule now located on Page 3

ASD Job Opportunities

016279	Resource Analyst
016591	Program Manager/Facilities
016617	Requisition Assistant
016644	Sr. Resource Analyst/Facilities
016821	AA III-EH&S Training Program

For a complete description of these opportunities as well as information on how to submit an application, go to http://cjo.lbl.gov/.

ASD Academy News

Have you seen our website lately?

The ASD Academy website has been updated to add additional features. You can now view the **Science for non-Scientist Series** presentations by clicking on the Training Presentations link from the left menu on the ASD Academy homepage. You also have the ability to check the ASD Training Schedule by linking on the Calendar/Class Schedule link from the menu. The ASD Academy homepage can be reached via http://asd.lbl.gov/academy/index.html or via the Laboratory home page, go to A-Z listing; Click on A; Click on Administrative Services Department and click on ASD Academy (Training) link from the menu options. Stop by and see what is new!

ASD Employees Become Certified

Congratulations to six ASD employees who have successfully completed the Curriculum Instructor training through the ASD Academy. Five were responsible for designing and the End Note Training:

Barbara Adams
Cathy Cooper
Paijoun Montannabronte
Joyce Pfeiffer
Jennifer Rosado

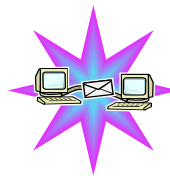Fran Portello designed and taught the Tuition Reimbursement training.

If you are interested in participating in the Curriculum Instructor training, please contact Sue Bowen at the Academy on x6907 or mailto:SSBowen@lbl.gov

ASD ACADEMY

Administrator: Sue Bowen
Located: 7C
Telephone Number: 510-486-6907
Fax Number: 510-486-6908

Email: mailto:ASDAcademy@lbl.gov

ASD has set a goal to have all ASD employees converted to Mozilla by the end of March

In support of ITSD effort for the Mozilla rollout, ASD has set a goal to have all ASD employees converted to Mozilla by the end of March!

We have scheduled two Brown Bag sessions for Mozilla called "The Top Ten Reasons the Lab is moving to Mozilla-How Mozilla differs from Netscape". The purpose is to explain the unique functions of Mozilla and how it is differs from Netscape. Two of the topics will be on LETS and vacation messages.

Brown Bag Sessions will be conducted:

March 30th, Building 50 auditorium from 11-12
March 31st, Building 50 auditorium from 1-2

Do you ever wonder..?

How many training classes have been provided by the Academy since October?
15 Courses have been offered, with 10 being taught by ASD employees.

How many ASD employees have participated in training since October?
Over 500 employees have attended 15 different Academy courses.

How many "hits" the On-Line training site has had?
Since September 2003 - 524 hits have been Recorded. 32 employees have completed various courses on line.

How do you enroll in ASD Academy Training?
To enroll in any course, please use the Lab's employee self-service/training enrollment https://hris.lbl.gov/.

- Enter your LDAP user name and password.
- Select training enrollment from the menu on the left.
- Check the box for Admin Skill Development.
- Click continue.
- Enroll in course or courses that suits your needs.

Communications Series **ASD0214** **Writing Advantage** Facilitator: Sue Bowen	**Tuesday 02/03/04** **8:00-5:00pm** **Building 66-316**	Develop tools to communicate powerfully, logically and concisely. The workshop sets the standard for Lab-wide communication for both electronic and paper-based documents. You will also receive a copy of the Franklin/Covey *Style Guide*, an outstanding desk reference.
Work-Life Balance Series **ASD9028** **"The Sandwich Generation-Caring for your Aging Parents"**	**Wednesday 02/04/04** **10:30-12:00 pm** **Building 50A-5132**	Emmauel Gomez, LCSW, head of Elder Care @ Tang Center will provide an introductory workshop about Elder Care & the "aging" network of community resources available to you. This workshop will help decrease the stress level that care givers commonly experience and help you feel more empowered.
Science for non-Scientist Series **ASD9027 The Yucca Mountain Nuclear Waste Program**	**Friday 02/06/04** **11:00-12:00 pm** **B50 Auditorium**	Dr. Gudmundur "Bo" Bodvarsson will discuss the nuclear waste program including a virtual tour of the Yucca Mountain nuclear waste site.
How to Workshop **ASD9026** **How to Deal w/Difficult People Part One** *Participants must enroll in both course segments. Part Two will be presented on 02/27/04* Facilitator: Nancy Salle	**Tuesday 02/19/04** **10:00-12:00 pm** **66-312**	Often the most challenging task in the workplace involves developing a productive working relationship with colleagues. This course provides useful information, tools and techniques for how to effectively communicate with people who present the greatest challenges. Part I focuses on the issue of negativity in the workplace. Instructional techniques include lecture, video, group discussion and role play.
ASD9029 **How to Deal w/Difficult People Part Two** Facilitator: Nancy Salle	**Thursday 02/27/04** **10:00-12:00 pm** **66-316**	Part II focuses on the impact of negative attitudes and behaviors on team effort. This course segment also provides opportunities to practice recommended strategies for managing negativity to ensure group success.
Professional Development **ASD0226 - Session 1: Prework Franklin/Covey "Four Roles of Leadership"** Facilitator: Sue Bowen	**Thursday 02/12/04** **9:00 -11:00 am** **2-100B**	The pre work session is required to participate in ASD0227 "Four Roles of Leadership" course taught on March 24-25. The participants will identify their initiative as well as understand the process for the 360 profiles. When registering for both sessions @ the same time, be sure the date range on the course search page includes 3/24-3/25/04.
ASD0227 **Franklin/Covey "Four Roles of Leadership"** Facilitator: Sue Bowen	**Wednesday 03/24/03** **8:00-5:00 pm and** **Thursday 03/25/03** **8:00-5:00** **62-203**	A course for managers and/or supervisors who can affect change in their organization This course will build successful and effective leaders through Covey's four basic principles, providing the tools to significantly improve strategic thinking, long-term vision, and positive influence on others. One of the major themes of the workshop is the difference between leading and managing. The workshop addresses how to think and act differently to develop a high-trust, high-performance culture rooted in enduring principles of effective leadership.

Coming in March ~

ASD0224 - Writing Advantage Part 2 - March 3, 2004
ASD9018 - How To: Conference Services - March 10, 2004
ASD9022 - How To: Managing Property in a Dynamic Environment Introduction - March 24, 2004
ASD9025 - How To: Managing Property in a Dynamic Environment Part 2 - March 26, 2004
ASD9030 - Non-DOE Sponsored Research Overview - March 18, 2004

ASD CENTRAL CONTACTS
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Fax: 510-486-6169

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Karen Ramorino	Deputy	510-486-6316
Chuck Axthelm	Business Systems Integration	510-486-4461
Carol Johnson	Travel & Conference	510-486-6261
Sue Bowen	ASD Academy Administrator	510-486-6907
Delia Clark	On Special Assignment in Computing Science	510-486-6331
Linda Matyas	Administrator Acting IBA/ Suppl. Labor Administrator	510-486-5345

Comment and Suggestions welcome

Please send to:

Linda Matyas x 5345

mailto:ljmatyas@lbl.gov